

RAYLEIGH TOWN COUNCIL

The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD
Tel: 01268 741880 email: clerk@rayleightowncouncil.gov.uk
VAT Reg No: 830 7558 23

COUNCIL CHAMBER BOOKING FORM

Please complete and return this booking form together with your deposit or full payment. A returnable cheque guaranteed for £200.00 is also payable with your booking as a damage deposit. Cheques should be made payable to Rayleigh Town Council.

HIRER:.....

ORGANISATION.....

ADDRESS.....

PHONE NUMBER.....

PURPOSE OF HIRE.....

NUMBER OF PEOPLE.....

DATE OF HIRE..... TIME FROM..... TIME TO.....

Deposit enclosed (50%) Amount:..... Full payment enclosed Amount:.....

Please tick applicable boxes

Customer declaration:

I have read and understood the Rayleigh Town Council terms and conditions of hire for my booking of the Council Chamber.

Name..... Signature..... Date.....